



JOB DESCRIPTION

Title: **RECORDS SUPERVISOR**
Department: Police
Class Code: 6642
FLSA Status: Non-Exempt
Effective Date: July 1, 1996 (Rev. 06/2012)
Grade Number: 18

GENERAL PURPOSE

Under the close supervision of the Assistant Chief of Police performs a variety of first-line supervisory and complex technical duties designed to expedite the administrative processes and procedures related to documenting, maintaining and controlling police records, case files, statistics and information. Performs a variety of complex and confidential secretarial and administrative duties for the Police Department.

SUPERVISION EXERCISED

Provides immediate to close supervision to Records personnel while in training or on a project by project basis.

EXAMPLE OF DUTIES

- *-- Manages day to day operations of the Records Division; monitors work flow, data accuracy and overall quality, assures processes and procedures are accomplished according to established guidelines and regulations; analyzes processes and procedures and makes recommendations for changes; implements change upon approval.
- *-- Manages and supervises Records personnel to include hiring recommendations, monitoring and evaluating performance, and initiating corrective or disciplinary actions to include termination. Assigns priority work projects, reviews work in progress. Maintains records related to work time, leave accrual and usage, etc.
- *-- Operates personal and/or mainframe computer terminal as needed to enter and maintain accurate, comprehensive and up to date data related to Police Records including incidents, property files, report narratives, vehicle information, traffic accidents, citations, arrest records. Maintains and updates dispositions on cases where available and enters changes into computer information base.

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- Performs various records tracking activities as needed to obtain drivers license information, vehicle registration, Utah Criminal History, NCIC, out of state vehicle registration, NCIC wanted persons, stolen autos and property checks.
- *-- Assures departmental compliance with legal guidelines for release of information; researches law to confirm departmental guidelines are consistent with state and federal law.
- *-- Takes and transcribes technical dictation; composes and types a variety of documents using independent judgment to arrange and expand the text.
- *-- Schedules appointments for the Chief and Assistant Chief of Police; dealing with confidential meetings, minutes and situations.
- *-- Compiles, types and maintains departmental records including payroll; inventories and purchases office supplies and equipment reviewing budget of different divisions of police department in order to keep budget in line.
- *-- Responds to technical questions from the public and gives them necessary information. Directs public to appropriate staff members.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college with an Associate's Degree in Office Information Systems or Secretarial Science and five (5) years of related secretarial/administrative experience, to include one (1) year experience in supervision and records management, word processing using Microsoft Word/Windows and IBM System AS400, OR any equivalent combination of education and experience.
- Preference given to those with experience in the use of Spillman as well as in word processing, spreadsheets and a typing speed of 60 net words per minute or better.

Special Requirements

- None

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of modern office administration, computer information systems, techniques of supervision and employee development; business English, correspondence formats and composition.
- Knowledge of computer operations and various software applications related to word processing, data entry, spread sheets, police records management systems and NIBR reporting.
- Skill in the operation of a variety of office machines, to include personal computer, fax machine, microfilming equipment, etc.
- Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information.
- Ability to relate well with co-workers, supervisors, public officials, attorneys, police officers, other employees and the general public. Must be able to provide leadership and direction to subordinates, establish priorities, organize assignments and assign tasks.

TOOLS & EQUIPMENT USED

- Typewriter, personal computer, including word processing, spreadsheet and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.